




# OPERATIONS MEMO

Update of the California Student Aid Commission

October 28, 2003

GOM 2003-10

**TO:** High School Counselors  
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**SUBJECT:** Changes to the High School Web Site

As indicated in Grant Operations Memo 2003-08, the Commission has made significant changes to the High School Web site. The GPA Collection System (GPACS) has been moved to the WebGrants portal used by postsecondary institutions. The Commission encourages high schools to utilize WebGrants to submit GPAs.

The GPA calculation and upload process did not change; however the new site allows the Commission to offer additional features. These features include:

✓ User Guides

User Guides are located under the Help link at the top of each screen. There are four guides available, Getting Started, GPA Screens, Data Transfer and User Administration. These guides provide step-by-step instruction on the various WebGrants functions.

✓ Tools Menu

Various tools are being developed that work outside of WebGrants to assist schools with the GPA calculation process. At this time, the only tool available is the GPA Calculation tool for SASI users. Another tool that will convert a Microsoft Excel file of GPA records into the correct format for upload is under development and is expected to be released within the next few weeks.

✓ School of Origin Report

The Commission has created an electronic version of the School of Origin report. It is available under the Data Transfer Report Download menu. Schools may view, print and download reports online.

✓ User Administration

Individuals who have been designated as System Administrators will have the ability to add and edit access for other users at their school. Only those designated as System Administrators will be able to view these screens.



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Current high school staff with access to the old GPACS system will be redirected to the new Web site when they access GPACS. Please bookmark the new site on your computers. Schools that need access to the system should submit properly completed documents and signed by the school principal as instructed in Grant Operations Memo 2003-08. Questions regarding access to WebGrants should be directed to the Commission's Help Desk at 1-888-294-0148 or email at [csachelpdesk@csac.ca.gov](mailto:csachelpdesk@csac.ca.gov).